

## Wilcut, Lars

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**From:** Chris Hornback <CHornback@NACWA.ORG>  
**Sent:** Wednesday, October 15, 2014 10:48 AM  
**To:** Wilcut, Lars  
**Subject:** RE: Ammonia Workshop Room Size and Configuration

Lars – another thing to check on is dial-in capability. A few folks have expressed interest in listening in. We've told them that this may not be a possibility and that if we do have a dial-in, it would be in listen-only mode. Just too difficult to have folks talking from the phone lines.

We might be able to use NACWA's dial in if using an EPA dial-in is problematic, but just curious whether we'll have the option.

-Chris

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**From:** Wilcut, Lars [mailto:Wilcut.Lars@epa.gov]  
**Sent:** Tuesday, October 14, 2014 1:14 PM  
**To:** Chris Hornback  
**Subject:** RE: Ammonia Workshop Room Size and Configuration

Chris,

The total capacity of the room is 59 people (maybe someone stole a chair at some point): 28 at the table and 31 along the walls. I haven't been out to see it yet, but the picture is exactly what you envisioned: a hollow-square with seating along the perimeter.

I'm trying to get out there this week, so I will have a better sense of the lay of the land after that.

Let me know what additional questions you may have.

Thanks!

Lars

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**From:** Chris Hornback [mailto:CHornback@NACWA.ORG]  
**Sent:** Tuesday, October 14, 2014 12:42 PM  
**To:** Wilcut, Lars  
**Subject:** Ammonia Workshop Room Size and Configuration

Lars – Can you please send me any further details on the room you have reserved for the workshop. Such as max capacity, table configuration, etc. And whether we can request a certain setup for the room in terms of configuration, perimeter seating (I'm envisioning a hollow-square setup, but realize I didn't specify that to you when we were reserving the space). I gave you a head count of 30-35 and we'll be at 35 (with staff and GLEC folks included), so I want to see what our options are for seating arrangements and any space for additional participants (I know others from EPA might want to participate).

Any additional details would be great.

Thanks,

Chris

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Chris Hornback | Senior Director, Regulatory Affairs | National Association of Clean Water Agencies (NACWA)  
(O) 202/833-9106 | (M) 703/798-5714 | [chornback@nacwa.org](mailto:chornback@nacwa.org)

[www.nacwa.org](http://www.nacwa.org)

